

# BROCHURE

## ON PLANNING AND EQUIPPING THE MODERN LIBRARY FOR SCHOOL OR COMMUNITY



by Gaylord



# Gaylord Library Notes

## PRESENTING INFORMATION OF INTEREST TO THE ARCHITECT, SCHOOL BOARD AND LIBRARIAN ON PLANNING A SCHOOL OR COMMUNITY LIBRARY

### THE IMPORTANCE OF A LIBRARY IN COMMUNITY LIFE

While libraries are more or less taken for granted in the large cities and towns, the number of people in the United States not served by libraries is appalling. The Community Library, the County Library, the Regional Library of various types and extensions from large libraries are all trying to alleviate this condition. The School Library in the smaller communities is also taking an increasingly important place in the community life.

The community which lacks a library or is without access to one is handicapped, not only in educating its adults in general recreational reading but also in the pursuit of special cultural interests. The library acts not only as a place to store books but through modern library practice the information in the books is classified and indexed so that it is readily accessible to the reader. A trained librarian is as necessary as the books, and should be responsible for the proper administration of the library system.

### THE LIBRARY IN THE SCHOOL

In late years the school library has assumed a very important position in modern school practice. With the trend to centralization of rural school districts, affording the erection of central schools, it has been possible to provide and properly equip the necessary library in such schools. This would have been prohibitive in cost under the old decentralized plan. Boards of Education now take an active interest and are able to secure the necessary funds to properly equip the central school library. As the school is the heart of the community, so the library is the heart of the school. It is the depository of facts for all courses, the pivot from which cultural activities of the school radiate.

In some towns where there is no public library, the school library is open two or three nights a week for the public. This gives the taxpayers an opportunity to use the building and see how their money has been spent. Those who have no children are benefited and their interest in the school increased.

### MODERN TRENDS IN ARCHITECTURAL PLANNING

The architectural trend in modern school design has been to make the school library the focal point for school study. This applies to the elementary as well as the higher grade schools. With the expanding of the functions of the school library in teaching methods, the library has been made more important in the plans.

The architect has seized upon the library as the one room beside the auditorium where an interesting architectural treatment can be added with slight expense. The trend is to make the library more attractive and homelike and to eliminate the severe atmosphere of the classroom with its laboratory appearance. This has had a considerable influence on the attitude of the children from an educational as well as disciplinary standpoint. School boards, superintendents and librarians should plan the equipment of the library with the architect so that the furniture may tie in with his design.

Library specialists know what furniture is needed and what technical equipment should be installed according to the size of the library and the number of pupils in the school. Gaylord Bros. manufactures furniture for library use only and maintains a staff of library experts who are glad to cooperate with the architect and the superintendent on the necessary fittings and their design.

### LIBRARY STUDY HALL AND SUPERVISORY CONTROL

Many school libraries are now showing the transition from the old-time study hall to the modern high school library of today. Where there is an adequate, properly planned library there should be no need whatever for a large study hall. Only small study halls or home rooms are required. In order to carry out the "Unit Method" of teaching, it is necessary for the student to do his studying where he has access to many books. Then, too, a student can think more clearly surrounded by books in a library atmosphere than he can at a cramped desk in the old-time study hall. The library should be a room so attractive and full of interest to him that he will be drawn to it, rather than a place which he shuns, or to which he goes under compulsion.

**GAYLORD BROS., INC.**  
**STOCKTON, CALIFORNIA . . . SYRACUSE, N. Y.**



# SCHOOL LIBRARY RECOMMENDATIONS OF THE A. L. A.

By permission of the American Library Association the following recommendations are quoted from its publication, "Planning the School Library":

*"The Reading Room.* This should be sufficiently large to accommodate for any full period 10 to 25 per cent of the school's enrollment, the large percentage being applicable to the school of 500 or under. In the very small school (100 or less) the minimum capacity should be equal to that of the average classroom. A convenient estimate for the floor space needed is 25 square feet per reader.

*"Conference, Class and Lecture Rooms.* In any but the very smallest library, at least one conference room should be provided. Larger libraries will provide from one to six extra rooms, depending on the size of the school and its methods of work.

*"Librarian's Workroom.* No matter how small the library, this should be provided. It may vary in size from a small alcove to a commodious workshop, but it should never be left out.

*"Open Wall Shelving.* Not over 7 feet high in the senior high school and 5 feet in the elementary school. Every available foot of wall space should be shelved with radiators placed under windows

to save space. All shelving should be adjustable, using metal screw pins for wooden shelves. The regulation size for shelves is 3 feet by 8 inches, but there may be a limited number of sections with shelves 3 feet by 10 or 12 inches to accommodate large reference books or magazines. In computing shelf capacity, 8 volumes per linear foot is a safe estimate.

*"Furniture.* The junior or senior high school will provide reading tables (size 3 x 5 feet, some 28 and some 30 inches high)—variety may be obtained by occasionally substituting round tables for rectangular ones, or adding reading benches or settees—suitable chairs, librarian's desk or desks with drawers for vertical filing, card catalog and shelf list cases, pamphlet cases, legal size vertical files, magazine rack, newspaper rack, display bookcase, book truck, and at least one bulletin board.

"The school librarian should be your best adviser. Employ a well-trained one before you start building. Put her in touch with your architect and let them work together. Consult also with the supervisor of libraries in your state department of education, the librarian of your state, county or city library, or with the American Library Association, 520 N. Michigan Avenue, Chicago, Illinois."

## WOOD, IDEAL FOR LIBRARY EQUIPMENT

Most librarians prefer that their library equipment should be made of wood. It gives the effect of warmth, restfulness and stability; of homelike rather than institutional surroundings.

Wood will take any finish the architect desires, to match the trim of the room, or to give a pleasing contrast between the furni-

ture and the woodwork. Wood also offers a wider range for special ideas or for individual requirements than most other materials of reasonable cost.

Book shelving made of wood is easily adjustable—a most important requirement and an advantage appreciated by every librarian.

## OAK, MAPLE AND VARIETY OF FINISHES

Oak, in either light or dark shades, has been used for many years and still is used for replacements.

The present general trend for the newer libraries is toward maple and we find the change is welcomed and appreciated. The color and smooth, hard surface of maple lends a charm of mellowness to library furniture, even when the equipment is newly

installed. It makes the library look entirely different from a study hall or class room.

It may be finished in the natural maple in several different shades to harmonize with knotty pine trim, also in a walnut, mahogany or "School Brown," a finish that blends well with finishes of the woodwork used in many schools.

## WHEN THE LIBRARY SHOULD BE PLANNED

The proper time for making a complete layout of the library and its equipment is before the general floor plans have been finally decided. An expert in library equipment can be of real service at that time and often can make considerable savings in future costs if consulted early enough. Very often, the suggestion of changing the position of a door or a partition, by as little as two feet, has been the means of adding two additional tables seating twelve more students, an important consideration. Making use of shelving, for enclosing book or conference rooms, has often saved the cost of a permanent plastered partition and made the library more flexible.

If an outline plan of the proposed library is submitted to us, we will, without charge or obligation, make a layout showing the proper equipment for the special requirements of that library.

Many architects and librarians have availed themselves of this service and have later expressed their appreciation of it.

The former, as well as the present Director of School Buildings and Grounds Division of the State Education Department of New York have expressed their appreciation of our cooperation in this type of consulting work.

### COVER DESIGN

*Pittsford Community Library  
Pittsford, New York  
James B. Arnold, Architect*

### AT RIGHT

*Children's Room of the New York Society Library,  
New York City. The light walls and dark mahogany  
furniture form a pleasing contrast.*



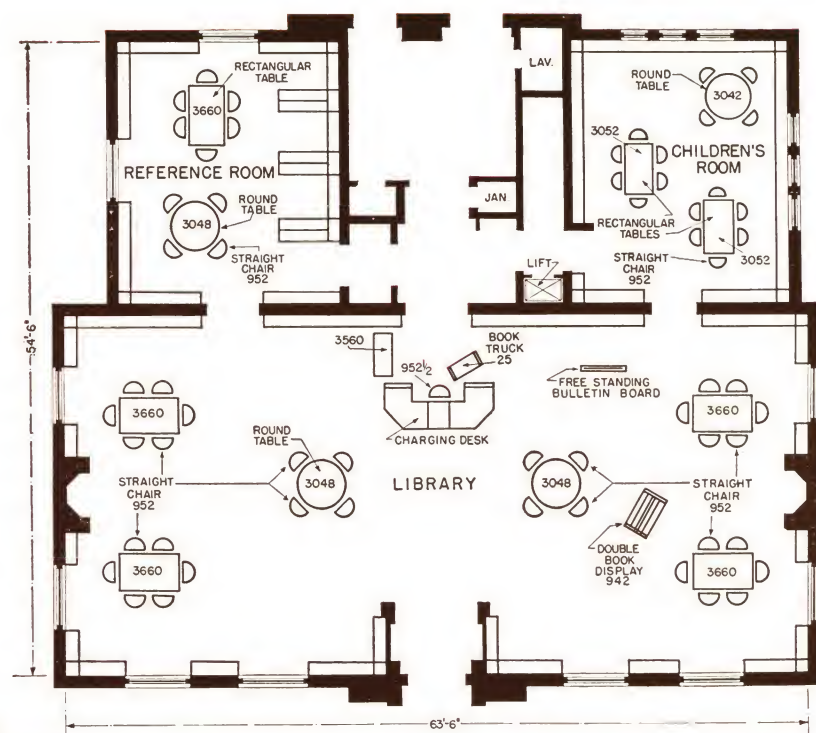




*Young—Rodes Library, Danville, Kentucky—Charles F. Cellarius, Architect, Cincinnati, Ohio*

**Seating Capacity — Adult Room — 32**  
**Children's Room — 16**  
**Reference Room — 10**

**Book Capacity — Adult Room — 6,500**  
**Children's Room — 1,500**  
**Reference Room — 3,500**



When this library was opened in January, 1938 it was pronounced by its visitors the most complete for its size of any library in Kentucky.

The Windsor chairs are particularly appropriate in this library. The turned legs of these chairs are matched by those of the tables, the book display case and the leg base of the catalog case. The sitting height charging desk is the sectional type with fittings adapted to this particular library.

In the Reference Room, which contains many rare and valuable books, are Windsor arm chairs and round tables; here also are colorful window hangings and oriental rugs, making an attractive room of dignity and charm.

All of the interior woodwork is of natural maple. The library furniture is of maple with a special antique finish. The two fireplaces (one at each end of the main reading room), the window draperies, the lighting all combine in creating the pleasing atmosphere so distinctive in this library.





*Knickerbacker Junior High School Library, Lansingburgh, Troy, New York—Irwin W. Whittemore, Architect (Licensed Professional Engineer)*

## Seating Capacity — 92

## Book Capacity — 6,900

operate in working out every detail of today's school library. The happy result meets all requirements and ties in perfectly with the school curriculum.

Most important are the proper lighting features, the treatment of floor and ceiling, the settees and console table, the window draperies—all contributing to the complete arrangement and resulting in an atmosphere of relaxation conducive to study.

The shelving is of the sectional, adjustable type, with dimensions corresponding to library standards. This allows for expansion and changes as the book collection grows—features not found in built-in shelving. Specially designed uprights and crowns for the shelving match the attractive furniture. Bulletin boards are hinged on the face; back of these are shelves for storage.

The Charging Desk is correctly located near the entrance. This

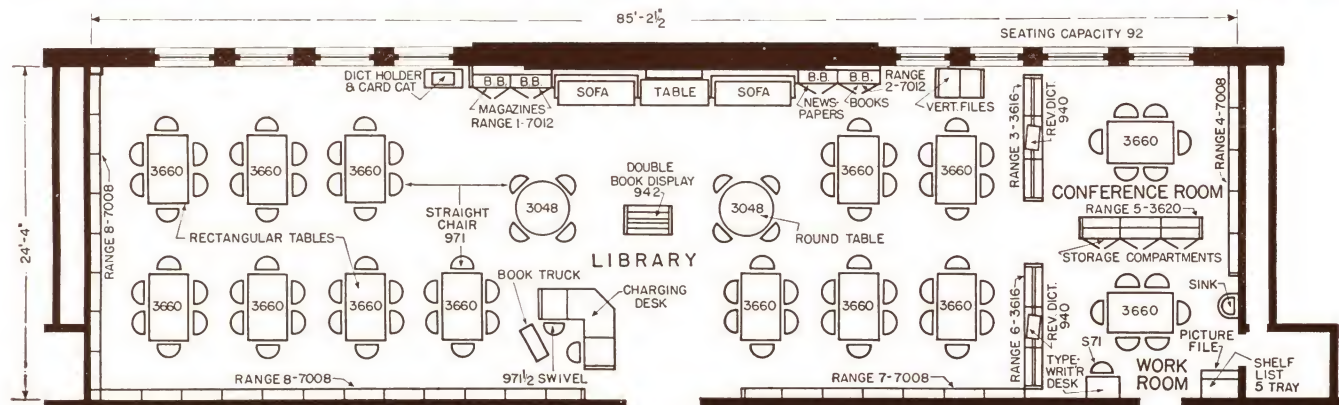
permits a check of entering students and also provides complete supervision of the entire library.

**Work Room And Conference Room**—Much has been said and many opinions have been offered concerning these two rooms. If a library has plenty of space and money for equipment, then by all means a separate work room should be included. The Superintendent and Librarian in Lansingburgh felt that since the work room is used so little during school hours it should be combined with the conference room, thereby giving double service.

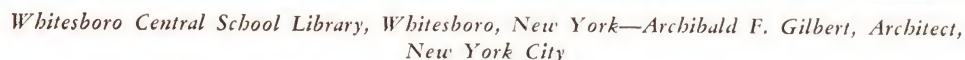
A screen bulletin board adds to the appearance of the room and at the same time shields the wash basin. One low counter separates the work room from the conference room. Cupboard doors with locks are provided for the storage of supplies.

Large rubber-cushioned chair glides are used to protect the floors and eliminate noise.

All furniture and shelving in this library are made in the same interesting design—following simple lines, with fluted edges for trim. It is constructed of selected maple with a warm, mellow finish; and completely installed by experienced Gaylord craftsmen.



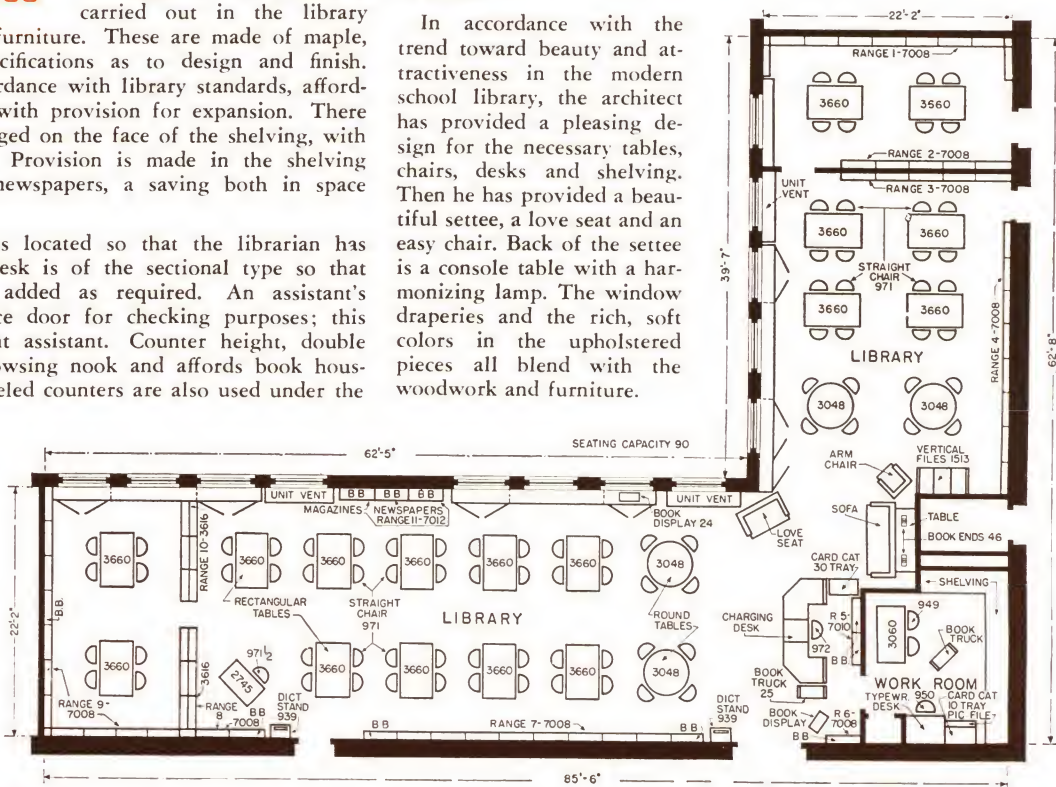




At the left and easily accessible from the charging desk is a work room provided with basin, running water, work table, and type-

These are made of maple, as to design and finish, with library standards, afford provision for expansion. There is the face of the shelving, with provision is made in the shelving, a saving both in space and so that the librarian has of the sectional type so that as required. An assistant's for checking purposes; this Counter height, double nook and affords book housings are also used under the

In accordance with the trend toward beauty and attractiveness in the modern school library, the architect has provided a pleasing design for the necessary tables, chairs, desks and shelving. Then he has provided a beautiful settee, a love seat and an easy chair. Back of the settee is a console table with a harmonizing lamp. The window draperies and the rich, soft colors in the upholstered pieces all blend with the woodwork and furniture.





**Seating Capacity — 69**

**Book Capacity — 7,000**

All furniture is made of maple with special finish and fluted trim. Chairs are also of maple, the straight chairs having the same fluted design. The chairs in the periodical room are a special type of Windsor with turned legs and turned spindles.

The charging desk is of the sectional type, assembled with units to fit the needs of this particular library with its long, narrow reading room. Seven center sections and one corner section are joined together making a desk 17 feet 7¼ inches long. There are two ranges of shelving at the rear of the desk on either side of the entrance to the workroom.

In the reading room the tables are 60 inches long, each with four chairs at the sides, leaving ample aisle space. In the periodical room the rectangular tables are 90 inches long, providing seating space for eight. The round tables in both rooms are 48 inches in diameter, seating four. In the foreground of the periodical room is an individual study table and chair.

The office has a specially equipped librarian's desk and chair, a rectangular table, Windsor chairs and two ranges of shelving.

In addition to the wall shelving, two double sections of 20-inch counter height shelving were extended from the wall toward the center of the room. This shelving provides additional storage space and separates the general reading room from the periodical room.

In the periodical room the shelving was especially designed for the display of magazines and periodicals. The sloping top has a 3-inch angle and extends in a continuous strip around three quarters of the room. Horizontal shelves adjusted to 4-inch spacing were placed below to care for magazines not on display. This range is 40 inches high and is fitted beneath the window sills; radiators are grilled.

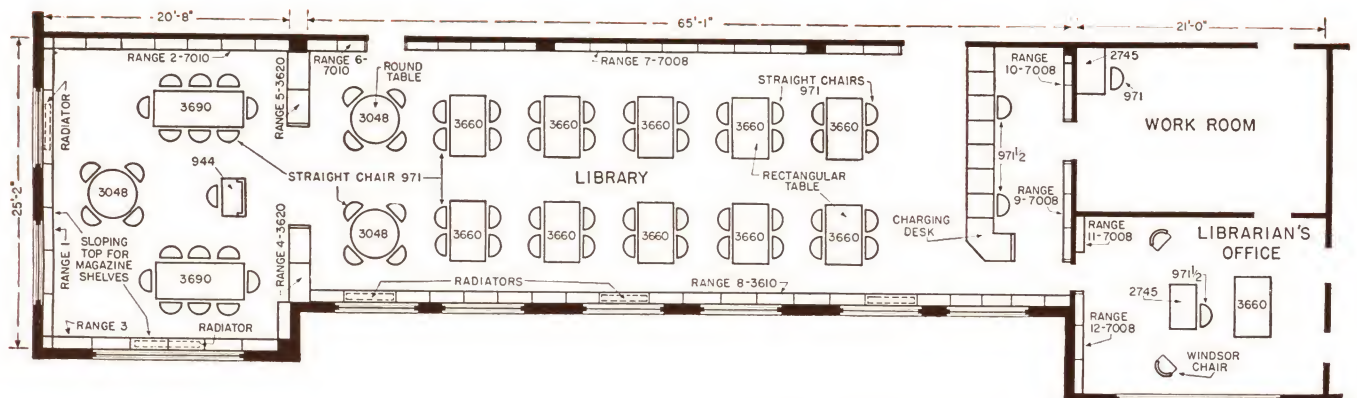


*Junior College Library, Portales, New Mexico—O. F. Walker, Architect, Lubbock, Texas*

*The periodical section of the library, separated from the long reading room by counter height shelving.*



*The main reading room with the charging desk at the farther end of the room; behind this desk are the librarian's office and the workroom.*



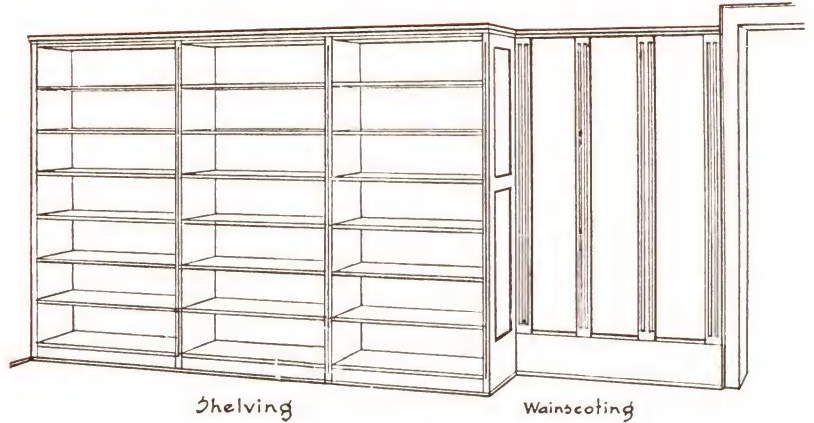


# "GAYLORD MAPLE" SHELVING, CHARGING DESKS . . .

In selecting furniture for a library three major factors should be kept in mind—simplicity, durability and beauty. Standard equipment, which will conform with the necessary technical library procedure, should be used; however, a wide variation in design, wood and finish may be obtained with no sacrifice of the working efficiency of the library as a whole. It should be kept in mind also that changes or new features may be desired later, and that room for expansion in desks, shelving and seating capacity should be considered.

Maple, with its variety of finishes and special designs for the exterior of the various items of furniture, solves the problem of those who want "something different" in a library and makes possible a room that is informal and attractive.

Most of the specially designed furniture on pages 8 and 9 has been planned around the No. 971 chair, (shown on page 9). These pieces are made of maple and carry the same fluting design as that used on the chair.



Shelving

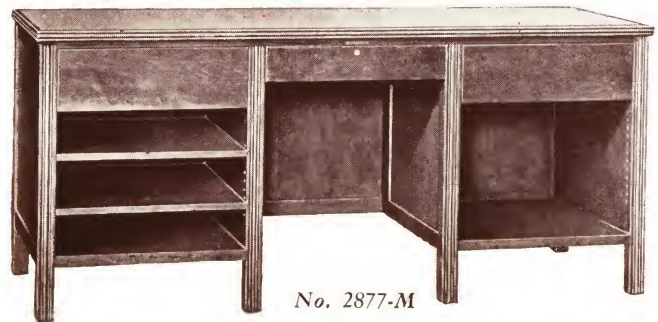
Wainscoting

This shelving and wainscoting tie in together. Gaylord Bros. makes the shelving and cooperates with the architect so that the general contractor may carry out the same design on the wainscoting and trim of the room.



No. 936-M

The Magazine Rack with its six compartments will hold about fifty-two periodicals of various sizes. It is made of maple and also designed to match the No. 971 chair (opposite page).



No. 2877-M

Solid Charging Desk

This desk is designed for a library where a small charging desk is needed, yet one equipped for library use.

In each pedestal there is a top drawer; in one of these are two removable crosswise trays for book cards, in the other are trays for catalog cards. Below both these drawers are open shelf spaces. The center drawer is equipped with lock and convenience tray. The base may be either open or closed; the open base is illustrated.

The desk is made of maple with fluted trim. It may also be made to conform to a special design of the architect.

Length—77 inches    Height—32½ inches    Depth—28 inches



No. 104-M  
Lounge Chair

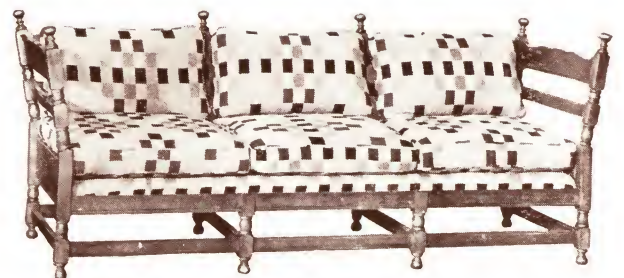
For a browsing room, alcove or corner, one or more lounge chairs or a lounge chair and davenport, together with small tables, form a pleasing combination and one that is found in many libraries.

The chair frame is of maple, and cover material may be selected to harmonize with the general color scheme of the library.



No. 521-M

A maple Book Table in a colonial design will just fit into some special place and makes a pleasing note in furniture grouping.



No. 540-M

Maple Settees in various colonial design with upholstery to harmonize with the color scheme of the room form the nucleus for attractive corners in many libraries. A long table with lamps and books may be placed behind the settee, or a book table (illustrated at left), floor lamp and one or two arm chairs may be grouped around a sofa or settee.



# ... CATALOG CABINETS, TABLES, CHAIRS, ETC.



No. 3500



No. 3505



No. 3501



No. 3510

*Horizontal Units  
for Card Catalog  
Cabinet*

A cabinet made of these horizontal units lends itself most effectively to the demands of simplicity, economy and flexibility in a library. The cabinet may be built up with a leg base, a five, ten or fifteen card tray section and a top; this makes a free standing piece of library furniture. Five, ten or fifteen tray units may be added as there is need for more card catalog drawers. The units of catalog trays make possible the expansion of the catalog case to any desired size.



No. 3500-M

No. 3510-M

No. 3502-M

No. 3524-M

*Catalog and  
Picture Combination  
Vertical File Unit*

For a small catalog the trays in units of five, ten or fifteen trays may be combined with a two-drawer vertical file unit (with top and leg base). The large drawers may be had in correspondence or legal size; in them are housed the picture,

clipping or information file or they may be used for correspondence. This combination is made of maple with fluting on the top and legs; it may be obtained in any desired finish and trim.



*No. 3660-M  
Rectangular Table*

These tables are made in various sizes. The standard sizes are 36 by 60 or 90 inches, 25, 28 or 30 inches high.

Built up, five-ply top, 1½ inches thick, with heavy edge band ¾ of an inch thick, tongued and glued to core and mitered at four corners. Tenoned aprons enter in grooves provided in the legs. The legs are built up and faced with heavy veneer to show graining on all sides. Heavy steel hanger and bushings are used to connect legs to top and aprons.



*No. 3048-M  
Round Table*

Round tables have a top diameter of 42, 48 or 60 inches and are 25, 28 or 30 inches high.

Built up legs with maple on four sides are connected to top and apron by steel hangers and held in place with large machine screws; these enter into steel bushings anchored within the leg construction.

Apron is built up from seven-ply to form curve of correct radius. Top is built up five-ply banded with 1/8 inch banding to the edge.

All tables are shipped knocked down for safe transportation.

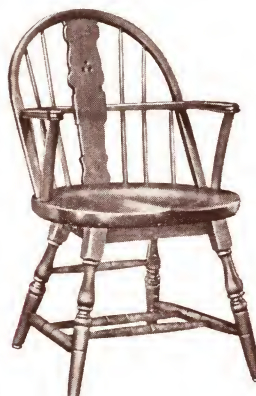
The tables illustrated above are made of maple with fluting on legs to correspond with the "Gaylord Maple" furniture shown. A variety of finish and design is also obtainable for these tables.



*No. 971  
"Gaylord Maple" Chair*



*No. 971-A  
"Gaylord Maple" Arm Chair*



*No. CSA  
Arm Chair*



*No. 952  
Windsor Chair*

These illustrations show some of the most popular chairs. Various other types are also available.



# GAYLORD WOOD BOOK SHELVING AND . . .

The Gaylord Wood Book Shelving made in the "unit" style meets library requirements completely and satisfactorily.

It is equally suitable for new libraries and for rearrangement of established libraries.

**Flexibility**—This shelving can be fitted easily into almost any available space, whatever its size and shape, either against a wall or entirely detached. It may be readily adjusted to changes and to requirements for more book space. Attractiveness, strength and rigidity are combined in its design.

The standard shelving unit is 3 feet wide, constructed so that one unit with two paneled ends makes a complete case; or several units may be joined with partitions between them and only one pair of paneled ends, providing for a range of any desired length.

**Knock-Down Construction**—This makes the assembly and installation of Gaylord Shelving a simple matter and changes are made easily. The different heights and depths available



No. 5212-M

5 Foot 2 Inch Shelving

(Backs, as shown, constitute an added feature and must be specified)



No. 3612

Counter Height Shelving—with Modifications



Rear View



With Book Trough Top

offer a complete variety for any shelving need, yet the standardization of dimensions makes it possible to add to sections or ranges at any time.

Threaded nuts and bolts are used for intermembering one section with another, and the paneled ends are equipped with steel bushings, into which steel bolts engage. A screw-driver is the only tool necessary when assembling or dismantling this shelving.

**Standard Shelving**—This is furnished in heights of 3 feet 6 inches, 5 feet 2 inches and 7 feet. Shelves are made in the following depths: 8, 10, 12, 16, 20 and 24 inches  $\frac{3}{4}$  inch thick. Shelving is made with and without back as desired.

The shelves are made of narrow pieces of white wood glued together and edged with the same wood that is used for the framework. This construction prevents warping. Shelf pin holes are accurately spaced, and threaded steel shelf pins are used to support the shelves.

All shelving is carried in stock in oak and maple, matching standard finishes in library furniture. It is also made to order in any special finish or design to correspond with other equipment.

**Counter Height Shelving**—This may be single or double faced and may be used as a substitute for partitions, setting off browsing nooks, conference or work rooms or an entrance. Thus this shelving gives a double utility as it adds to the available book space as well as forming a partition.

One or more of these sections may be equipped with regular book shelves, magazine shelves, storage cupboards or with combinations of these. The top of a section may be flat, sloping or in the shape of a trough for book display, thus adaptable to a wide variety of uses.

The units of standard shelving are furnished open or with backs, as illustrated above. Counter height shelving may be open or have paneled backs, as illustrated. If backs are desired, they should be included in specifications—also whether plain or paneled.

**At the Left: Special Arrangements in Standard Wall Shelving.**

1—Locked Compartment—A section with glass doors that may be locked is sometimes desirable for valuable books.

2—Magazine Section—Current issues of magazines lie flat on the sloping shelves, with immediate past issues on the straight shelves below. Older magazines are housed on shelves back of bulletin boards, conserving space.

3—Rack for Newspapers—This arrangement provides for newspapers and a bulletin board with shelf space behind it.

4—Section with regular book shelf arrangement.



No. 7012

Range of 7 Foot Shelving with Newspaper Rack, etc.



# ... SECTIONAL CHARGING DESKS

The Sectional Charging Desk with the linoleum top, originated by Gaylord Bros. is one of its best items of service to the library field. This unit type of desk may be adapted to libraries of any size. It has all the advantages of the unit type of construction so well known in catalog cabinets and vertical files.

A charging desk may be started with one or two sections and then additional sections may be added later for expansion as needed.\*

Another advantage of this desk is the interchangeability of the units containing the various types of inside equipment—drawers, shelves, cupboards, card files, etc. These units may be rearranged or changed at any time to meet the individual requirements of the library.

This flexibility of the sections from one position to another, and the detachable ends (which may be attached to any one of the sections), make changes possible when desired without any replacement of units.

Oak and maple are used for this desk; the finish, the trim, and the panel detail may be made to conform with any special design or to match other library furniture. Bases are recessed on inside to allow toe space; outside may be equipped with marbelized rubber base to prevent marring if desired.

A few desks showing possible combinations of sections are shown on this page.

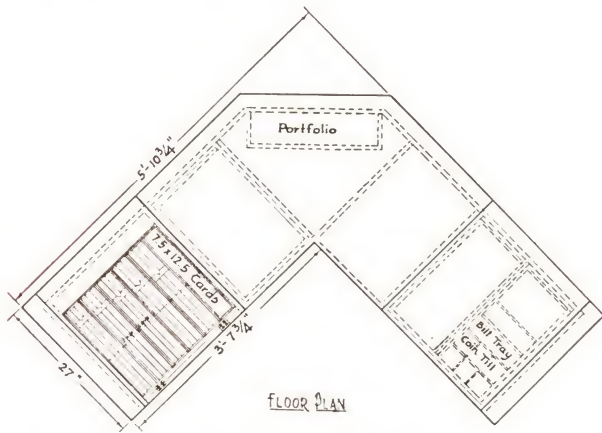
\*All Charging Desks are made in either sitting height (32½ in.) or standing height (39 in.)



*Sectional Charging Desk—Four Units with Ends  
Sitting Height—32½ inches*



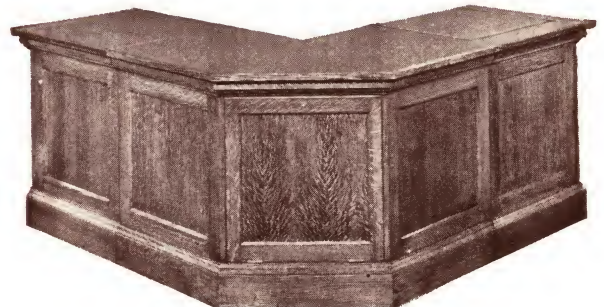
*Sectional Charging Desk—Three Units with Ends  
Standing Height—39 inches*



*Inside View of Sectional Charging Desk,  
showing convenient arrangement of space  
—Floor Plan at left*



*Inside View of Desk with one Corner and  
One Center Section  
Sitting Height—32½ inches*



*An Adequate Desk for the  
Small Library—Sitting Height*





## OFFICES

Syracuse, New York, is the home of Gaylord Bros.' main office and two manufacturing plants — one for making general supplies, the other for library furniture.

The western branch office and factory are located at Stockton, California. From here supplies and furniture are shipped to California, Oregon, Washington, Idaho, Utah, Nevada, Montana, Wyoming, Colorado, Arizona, New Mexico, Texas, also Alaska, the Hawaiian Islands, the Philippines and the Far East.

## OTHER PRODUCTS

For forty-two years Gaylord Bros. has been manufacturing library supplies and selling direct to libraries of all types — public, school, college, special, institutional, etc. Among these supplies are all kinds of catalog cards, book cards and pockets, printed forms, magazine and pamphlet covers, publicity supplies, book repair materials and the Electric Automatic Charging Machine.

Gaylord Bros. is known throughout the library world for the high quality of its merchandise, for new ideas in library equipment and for promptness in filling orders.

This specialized library service is an accommodation to which the customer is entitled and which he receives when he buys from Gaylord Bros.

**GAYLORD BROS., INC.**

LIBRARY SUPPLIES AND FURNITURE

STOCKTON, CALIFORNIA . . . . SYRACUSE, NEW YORK